

# LAND SURVEYOR

Recruitment #1506-1811DC-001

**List Type** Original

**Requesting Department** DPW-INFRASTRUCTURE-ADMIN

**Open Date** 7/25/2015

**Filing Deadline** 8/28/2015 11:59:00 PM

**HR Analyst** Lindsey O'Connor

## **PURPOSE**

Under the supervision of the Central Drafting and Records Manager, the Land Surveyor supervises, directs and advises Engineering Technicians in the field and office. The Land Surveyor works with right-of-way easements and surveys, Certified Survey Maps, property vacations, control surveys for construction projects, as-build surveys, construction staking, design and drafting of projects and training of Technicians as related to municipal surveying.

## **ESSENTIAL FUNCTIONS**

- Review of Certified Survey Maps or subdivision plats submitted to the City for approval.
- Prepare legal descriptions and drawings for right-of-way projects including openings, right-of-way vacations and easements.
- Search legal records, survey records and land titles to obtain information about property boundaries. Write descriptions of property boundary surveys for use in deeds or other legal documents.
- Supervise Engineering Technicians in the preparation of all data, charts, plats, maps, records and documents related to surveys.
- Complete complex projects using computer aided design software, manual computations, tables, and charts according to national, state and local regulations.
- Maintain official maps, quarter sections and plat pages.
- Verify accuracy of survey data including measurements and calculations conducted at survey sites including calculate heights, depths, relative positions, property lines and other characteristics of terrain.
- Train and direct staff to establish legal boundaries for properties, based on legal descriptions.
- Develop criteria for survey methods and procedures applicable to municipal surveying.
- Maintain survey equipment.

*Reasonable accommodations requested by qualified individuals with disabilities will be made in accordance with the Americans with Disabilities Act (ADA) of 1990, as amended by the Americans with Disabilities Act Amendments Act (ADAAA) of 2008.*

## **MINIMUM REQUIREMENTS**

1. Two years of municipal land surveying experience.
2. State of Wisconsin Professional Land Surveyor certification at time of appointment.
3. A valid driver's license at time of appointment and throughout employment.

## **KNOWLEDGES, SKILLS, ABILITIES AND OTHER CHARACTERISTICS**

- Knowledge of surveying principles including legal properties, horizontal and vertical control, municipal, remote, as-built, municipal construction surveying, horizontal and vertical curve.

- Knowledge of mathematics such as arithmetic, algebra, geometry, calculus, statistics, and their applications.
- Knowledge of computer software and programs such as Microsoft Word, Excel, Outlook, land management systems, and surveying programs.
- Oral communication skills to effectively communicate with others of various backgrounds, experience and training.
- Written communication skills to create technical reports and professional correspondence.
- Interpersonal skills to effectively develop and maintain working relationships with diverse groups of people inside and outside the organization.
- Time management skills to meet deadlines.
- Ability to read and interpret work related documents and materials such as state statutes, city ordinances, policies and procedures.
- Ability to identify complex problems and develop options and implement solutions.
- Ability to operate and maintain basic surveying equipment and electronic total station and electronic field data recording survey equipment.
- Ability to keep accurate and complete field notes and sketches.
- Ability to incorporate field notes and survey data into computer based drafting software.
- Ability to train, supervise and mentor team members.

**CURRENT SALARY**

The current starting salary (**PG 2IN**) for City of Milwaukee residents is \$66,324 annually, and the non-resident starting salary is \$64,697. ***Appointment above the minimum is possible.***

**SELECTION PROCESS**

The selection process will be job related and will consist of one or more of the following: education and experience evaluation; written, oral, or performance tests, or other assessment methods. The Department of Employee Relations reserves the right to call only the most qualified candidates to oral and performance examinations. Oral examinations may include written exercises. Selection process component weights will be determined by further analysis of the job.

**Initial Filing Date** - The examination will be held as soon as practical after **August 14, 2015**. Receipt of applications may be discontinued at any time after this date without prior notice. However, recruitment may continue until the needs of the City have been met. Qualified applicants will be notified of the date, time, and place of the examination. Unless otherwise required by law, the City of Milwaukee will not provide alternative test administration. The applicant is responsible for attending all phases of the job selection process at the time and place designated by the City of Milwaukee.